

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department emphasizes customer service by supporting departments in the procurement of goods and services and also by managing vendor relationships. Buyers facilitate the procurement process for equipment, services, and supplies, administer contracts and the CAL-Card program, and promote cost-saving initiatives throughout the County. In addition, the department provides in-house printing, mail, surplus property disposition, and storage services which are accounted for in the department's three internal service funds.

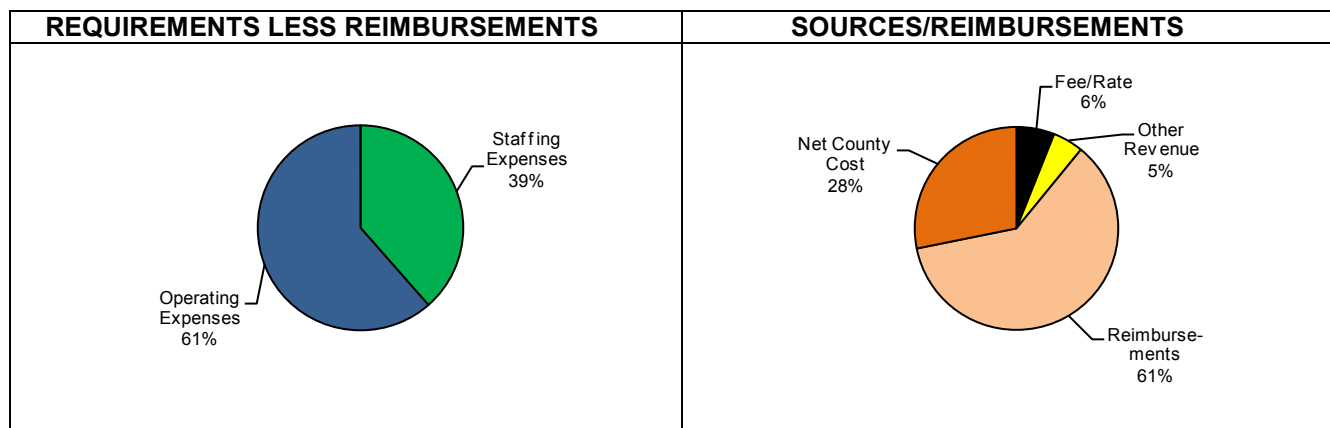
The Purchasing Department; values integrity, and strives to source quality products with reasonable prices and efficient delivery; offers progressive services and information management through the efficient use of technology and an enterprise procurement system; gives all willing vendors the opportunity to provide their products and services in a fair, open, and competitive environment; and treats each department, employee, and vendor with respect and understanding. By meeting these objectives, the department fulfills its purchasing obligations and the legal requirements of San Bernardino County.

Budget at a Glance

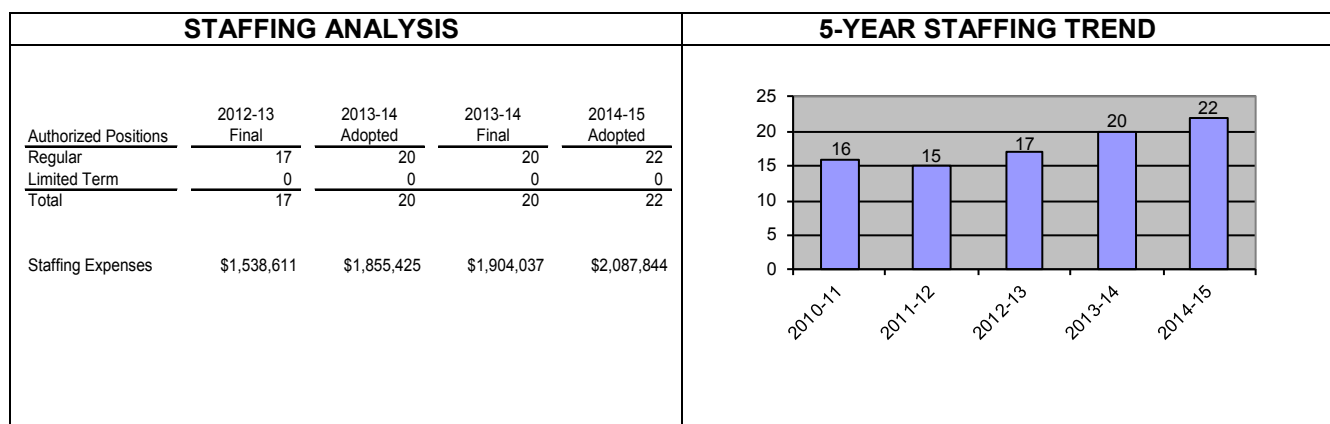
Requirements Less Reimbursements*	\$5,419,480
Sources/Reimbursements	\$3,892,643
Net County Cost	\$1,526,837
Total Staff	22
Funded by Net County Cost	28%

*Includes Contingencies

2014-15 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: General Fund

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
Requirements							
Staffing Expenses	1,497,695	1,415,613	1,536,384	1,770,986	1,904,037	2,087,844	183,807
Operating Expenses	2,635,556	2,768,865	3,342,386	2,998,479	3,162,524	3,331,636	169,112
Capital Expenditures	216,937	162,829	56,775	110,000	110,000	0	(110,000)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,350,188	4,347,307	4,935,545	4,879,465	5,176,561	5,419,480	242,919
Reimbursements	(3,048,672)	(3,074,099)	(2,896,068)	(2,906,352)	(2,922,347)	(3,302,139)	(379,792)
Total Appropriation	1,301,516	1,273,208	2,039,477	1,973,113	2,254,214	2,117,341	(136,873)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,301,516	1,273,208	2,039,477	1,973,113	2,254,214	2,117,341	(136,873)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	255	0	0	0	0	0	0
Fee/Rate	293,606	305,248	339,995	358,301	292,492	327,504	35,012
Other Revenue	119,827	181,799	664,862	(68,635)	264,584	263,000	(1,584)
Total Revenue	413,688	487,047	1,004,857	289,666	557,076	590,504	33,428
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	413,688	487,047	1,004,857	289,666	557,076	590,504	33,428
Net County Cost	887,828	786,161	1,034,620	1,683,447	1,697,138	1,526,837	(170,301)
Budgeted Staffing					20	22	2

MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Operating expenses make up the majority of the department's expenditures within this budget unit. These expenses include \$2.7 million for County office supplies, which are reimbursed by user departments, and \$362,224 in ongoing expenses for ePro.

Sources of \$590,504 includes \$327,504 from the service charge for administering the County office supply program and consolidated billing, as well as \$263,000 from various rebate agreements associated with Countywide procurement programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$136,873 and include increases in staffing and operating expenses, reductions in capital expenditures, and increases in reimbursements associated with the office supply program. The increase in reimbursements totaling \$379,792 includes reimbursement for increased Countywide office supply expenses, reimbursement for a dedicated Buyer II for Fleet Management, and reimbursements from internal service funds for administrative services and overhead. Sources are increasing by \$33,428 related to increased Countywide office supply usage and a projected increase in the rebate earned from the CAL-Card program.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.1 million fund 22 budgeted regular positions. The budget includes the addition of the following 2 new positions:

- 1 Buyer II position to be assigned to and funded by Fleet Management to enhance service delivery related to Fleet procurement processes.
- 1 Supervising Office Assistant to supervise support staff within the department, as well as oversee the consolidated billing process.



2014-15 POSITION SUMMARY

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Director	1	0	1	1	0	0	1
Administration	8	0	8	7	0	1	8
Procurement	13	0	13	12	0	1	13
Total	22	0	22	20	0	2	22

Director	Administration	Procurement
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Purchasing	1 Executive Secretary II	1 Supervising Buyer
1 Total	1 Administrative Supervisor I	3 Buyer III
	1 Systems Procedures Analyst II	7 Buyer II
	1 Staff Analyst II	1 Staff Analyst I
	1 Accounting Technician	1 Office Specialist
	1 Fiscal Assistant	13 Total
	1 Office Assistant	
	1 Supervising Office Assistant	
	8 Total	

